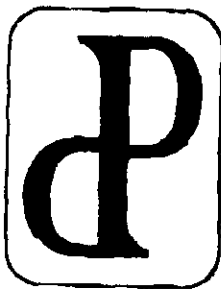


## DOCKET FILE COPY ORIGINAL



# PARKLAND SCHOOL DISTRICT

*"Educating For Life"*

Administration Center

1210 Springhouse Road, Allentown, PA 18104-2119

PRISCILLA D'ANNIBALE, Ed.D.

Director

Information Systems

610-351-5590

FAX 610-351-5509

www.parklandsd.org

December 16, 2003

Letter of Appeal  
Federal Communication Commission  
Office of the Secretary  
445 - 12<sup>th</sup> Street, SW  
Washington, DC 20554

RECEIVED & INSPECTED

DEC 24 2003

FCC - MAILROOM

RE: CC Docket No. 02-6  
Request for Review  
Appeal of Funding Commitment Decision Letter (May 1, 2003)  
Funding Year 2003: 07/01/2003 - 06/30/2004  
Billed Entity Number: 151383  
Funding Request Number: 910699

No. of Copies rec'd 1  
List ABCDE

To The Honorable Office of the Secretary:

The Parkland School District is asking you to please review the circumstances in which the SLD denied funding of \$5280.00 for the 2003 - 2004 school year. The 471 Form Application Number is 337332.

- 11/19/02-The person responsible for completing the Application Form 471 # 337332 was Carol Oswald.
- 01/22/03-Parkland School District received the Form 471 Receipt of Acknowledgment Letter, reviewed and believed it to be fine. Did not make any changes. Did not send marked up RAL back to SLD. (Attachment # 1)
- 01/27/03-The person responsible for completing the Form 471, Carol Oswald sent an email to the SLD. (Attachment # 2)  
Note: No explanation, or request from Parkland School District to cancel, because they received the RAL and believed the 471 Application # 337332 to be correct.
- 02/13/03- Parkland School District received a letter stating the establishing Form 470 was not the 470 posted on the 471.(Attachment # 3)
- 02/21/03-Faxed the established bidding for the 471 to SLD.(Attachment # 4)
- 05/01/03- Parkland School District received the Funding Commitment Decision Letter stating their fund status is not funded.

Note: The order of these events shows that the fax (attachment #4) giving the establishing 470 number was after the email (attachment # 2) cancellation of the 471. The letter of 02/13/03 did not mention a cancellation of the 471. The letter was asking for the establishing 470.

As the facts appear Parkland School District did not cancel the FRN in accordance with the RAL. The sequence of circumstances that occurred demonstrates that the Parkland School District did not knowingly cancel the request. Parkland School District should not be denied funding because:

- The email sent on 1/27/03 was a typographical error and should not be the precedent for canceling an Application 471.
- The RAL was received by Parkland School District on 1/22/03, which the Parkland School District did not mark any changes and did not send back to the SLD.

Please reconsider the circumstances in this matter. The filing of the forms for E-Rate is not an easy process, especially for beginners. I hope you will understand the order of circumstances and give Parkland School District another chance for funding the 2003 – 2004 school year.

Thank you for your time with this matter.

Respectfully,

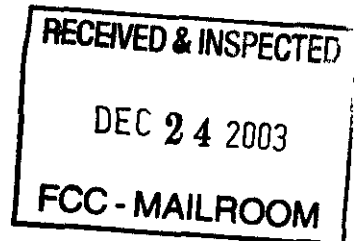


Dr. Priscilla D'Annibale  
Director of Information Systems

Enclosures:

**USAC****Universal Service Administrative Company**  
Schools & Libraries Division**FORM 471 RECEIPT ACKNOWLEDGMENT LETTER**  
(Funding Year 2003: 07/01/2003 - 06/30/2004)

January 22, 2003

**PARKLAND SCHOOL DISTRICT**  
Priscilla D'Annibale  
1210 Springhouse Road  
Allentown, PA 18104-2119**Re: Form 471 Application Number: 337332**  
**Funding Year 2003: 07/01/2003 - 06/30/2004**  
**Applicant's Form Identifier: FCPSD4716A**  
**Billed Entity Number: 151383**

**NOTICE:** This notification is an acknowledgment of RECEIPT and SUCCESSFUL DATA ENTRY of your FCC Form 471, Services Ordered and Certification Form, reflecting \$13,200.00 in total program year pre-discount costs for services. This letter confirms that the Form 471 and signed or electronically certified Form 471 Certification have been received.

**NOTE:** Item 25 on the Form 471 is a certification that you have secured access to the resources necessary to pay for (1) the non-discounted portion of the costs for eligible services within the funding year as well as (2) the ineligible products and services to make effective use of the eligible services you have requested. "Secured access" means that you can show that these funds are, or will be, part of your annual budget; or, if you are obtaining the funds from an outside source, that these funds have been promised to you. IF YOU OBTAIN THESE FUNDS FROM AN OUTSIDE SOURCE, THE FUNDS MUST NOT COME DIRECTLY OR INDIRECTLY FROM YOUR SERVICE PROVIDER(S). YOUR SERVICE PROVIDER(S) MAY NOT WAIVE THE NON-DISCOUNTED PORTION OF THE COSTS.

This letter does NOT contain any decisions concerning your requests for discounts. Note, however, the three-week response deadline described below.

Please keep this letter for your records. The Form 471 Application Number cited above is critical for you to link your application to future Schools and Libraries Division (SLD) communications.

Please be advised that the last of your Form 471 application materials identified above was postmarked or received by the SLD on 12/04/2002 and successfully entered into our data system. SLD's Program Integrity Assurance (PIA) Team will now review your application for compliance with program rules. Once the review of your application has been completed, you will receive one or more Funding Commitment Decision Letters (FCDL) to inform you of the disposition of your application. Until you receive an FCDL from the SLD, you cannot assume that you will receive the discounts for which you are applying.

Your application will be considered within the Form 471 application filing window wherein all applications that meet the Minimum Processing Standards are treated as though they were received on the same day.

**HOW TO USE THIS 471 RECEIPT ACKNOWLEDGMENT LETTER (RAL) TO CORRECT INFORMATION ON YOUR FORM 471 (ACT WITHIN 3 WEEKS!)**

If you find data entry errors on this letter, or you previously identified errors on your Form 471, these can be corrected using this Form 471 RAL. Examples of the errors

that can be corrected are:

**CORRECTIONS TO BLOCK 1 INFORMATION:** You may correct Block 1 items such as the applicant's e-mail address, contact person's name, street address, etc.

**REDUCTIONS TO BLOCK 5 FUNDING REQUESTS:** You may request reductions to Block 5 Funding Requests except for those that would increase your discount percentage due to a change in recipients of that Block 5 service. You may wish to reduce requests if you:

- will not be able to make use of services for which you requested Funding Year 2003 discounts, or
- based your Funding Year 2003 funding request(s) for tariffed or month-to-month service on a projected rate increase that is now known to be much smaller than expected.

**CANCELLATIONS OF BLOCK 5 FUNDING REQUESTS:** You may wish to request to cancel Block 5 Funding Requests if you:

- duplicated pending requests in Forms 471 where you had not received an ECDL before the close of the Form 471 application filing window, or
- will not be able to make use of services for which you requested Funding Year 2003 discounts.

The SLD encourages applicants who know that they will not use all of the amounts requested to notify the SLD of an appropriate reduction to or cancellation of these Funding Requests. This action would allow the SLD to distribute the amounts that are available for the funding year more effectively.

**CORRECTION OF AN INCORRECT SPIN (Service Provider Identification Number):** Corrective SPIN Changes are allowed. These include corrections because

- there was a data entry error, or
- the company has merged with or been acquired by another company.

Requests to change service providers for other reasons cannot be accommodated through the RAL Correction Process.

**UNBUNDLING AN FRN:** You may request to "split" or "unbundle" incorrectly combined FRNs with two or more services from different service providers (for example, local phone service from one company and long distance service from another), or from different eligible service categories (such as Internal Connections and Internet Access).

**NOTE:** The total dollar amount represented by the newly divided FRNs must not exceed the amount you requested for the original combined FRN. On the photocopy of your RAL, cross out the original bundled FRN, then write in the SPIN, Service Provider Name, Services Ordered category, Total Program Year Pre-Discount dollar Amount, and Discount for each distinct service you have now "unbundled," making sure that the total dollars requested add up to no more than the ORIGINAL request.

To notify us of the allowable corrections you wish to make, please note that the SLD must receive these corrections within three weeks of the date of this letter. Follow these simple steps to make corrections:

1. Photocopy your RAL.
2. Draw a line through each incorrect item, and mark clearly next to it what the correct information should be.
3. Please write the name of the contact person and the contact person's e-mail address, fax number, or telephone number on the first page of the RAL copy that will be sent to the SLD so that we can contact you if we have questions about your requested changes.
4. Make a photocopy of your marked-up letter to keep for your files.
5. Send your marked-up letter to arrive within three weeks of the date of this RAL. Corrections may also be filed electronically, either by e-mail or by fax. Requests submitted by e-mail or fax will be considered filed on a business day if they are received at the SLD at any time up to 12:00 a.m. (midnight) ET. Requests received after that time will be considered received on the next business day.

Send your marked-up letter by US Postal Service or other carrier to:

Data Entry Corrections  
Schools and Libraries Division  
Box 125 - Correspondence Unit  
80 South Jefferson Road  
Whippany, NJ 07981

Send your marked-up letter by e-mail to:

sldcorrespondenceunit@sl.universalservice.org.

To be filed by e-mail, your marked-up letter should be scanned (TIF file format is preferred). Total file size of the e-mail message must be limited to less than 10 Megabytes. The SLD will automatically reply to incoming e-mails to confirm receipt.

Send your marked-up letter by fax to:

(973) 599-6526

6. Allowable corrections received in a timely fashion will be reflected in your FCDL. We will not make corrections that do not fall into the categories defined as allowable corrections above. Please note that, except for the automated e-mail response, the SLD will not advise you that we have received your "change request."
7. Please notify your service provider of any corrections to the RAL that you submit to the SLD. Your service provider has also received a copy of the original RAL letter. This correction will help your service provider keep your records updated.

#### EXPLANATION OF LINE ITEM INFORMATION

Certain information from each Block 5 of Form 471 Application Number 337332 that passed Minimum Processing Standards and that could be entered into our data system is shown below. There are six important components of information shown for each Block 5:

1. FRN (Funding Request Number): The unique number assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual discount funding requests submitted on a Form 471.
2. SPIN (Service Provider Identification Number): The unique number assigned by USAC to the service provider you identified as providing the service included in this FRN.
3. Service Provider Name: The name of the service provider that you identified as providing the service included in this FRN.
4. Category of Service: The type of service for which you have requested discounts in each Block 5 funding request. The categories of services are: Telecommunications Services (Telc Svc); Internet Access (Inet Acc); Internal Connections (Intr Con).
5. Pre-discount Dollar Amount: The total annual pre-discount cost for each FRN. This amount is taken from Block 5, Item 23I.
6. Discount Percentage: The discount percentage from Block 5, Item 23J.

If you would like to view additional funding request data, click the "Data Requests" button on the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) and follow the instructions provided. If you would like to view your entire Form 471 application, click the "Display" button in the Apply Online & View Forms area of the SLD web site and enter your Form 471 Application Number and Security Code.

#### MISSING FRNs

If information about a particular FRN is not included in the itemized list of Block 5 FRNs set forth above, this is because the FRN did not pass Minimum Processing Standards. If this is the case, you will receive a separate letter from the SLD informing you that these FRNs have been rejected, with an explanation of the reason for rejection. If you believe that there were FRNs included in your Form 471 that are not listed in this letter AND you do not receive a letter informing you that those FRNs are rejected, please write to us at the address listed at the bottom of this letter. See also "QUESTIONS ABOUT THIS LETTER" below.

Please note that the SLD Client Service Bureau may not have the information necessary to respond to your inquiry; therefore, your letter should be sent to the New Jersey address featured below.

#### FUTURE CONTACTS WITH PIA

It may be important for us to contact you as our PIA (Program Integrity Assurance) Team reviews the funding requests contained in your Form 471. Our requests for clarification and/or additional documentation will require a prompt response. The due date for such responses will be established at the time that the PIA Team contacts you. Please make sure that the contact person on your application is available to speak with the PIA Team, or that a surrogate is available. In addition, you should monitor on a daily basis the fax and e-mail locations that you may have cited in your Form 471 for the applicant and for the contact person for the applicant.

**COMMUNICATIONS WITH YOUR SERVICE PROVIDERS**

The SLD is also sharing this ERN information with service providers whose SPINs are listed on Form 471 applications. This information is provided so that service providers can undertake the preparatory steps of identifying their potential customers for whom discounts may be issued. NO DISCOUNTS will be provided until after:

- the SLD issues the Funding Commitment Decision Letter for a particular application; AND
- technology plans, if applicable, have been approved; AND
- the applicant submits a Form 486 with a valid service start date.

The SLD encourages Form 471 applicants to contact their service providers to inform the service providers of the funding requests submitted to the SLD. Service providers may request additional information concerning the specific services contained within each funding request in order to facilitate discounted billing. Applicants are encouraged to share this information with service providers in order for the service providers to begin the preparatory billing steps.

**QUESTIONS ABOUT THIS LETTER**

If you have any questions regarding the above information, please write to us at:

SLD  
Box 125-Correspondence Unit  
80 South Jefferson Road  
Whippany, NJ 07981

Schools and Libraries Division  
Universal Service Administrative Company

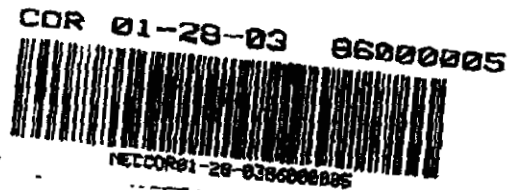
ERN: 910699  
SPIN: 143004559      Service Provider Name: Service Electric Cable T.V., Inc.  
Category of Services: Telc Svc(s)  
Pre-discount Dollar Amount: \$13,200.00  
Discount Percentage: 40%

---

**E-Rate, SLC**

From:  
Sent:  
To:  
Subject:

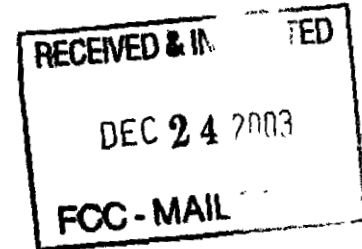
Carol Oswald (CLIU) [oswaldc@cliu.org]  
Monday, January 27, 2003 11:57 AM  
'question@universalservice.org'  
471 Application # 337332 and 471 Application # 337458



Hello:

I would like to cancel 471 application #337332 and 471 application #337458.

If you have any questions please call or email me. Thank you.



**Carol Oswald**

MIS Help Desk Analyst  
Carbon Lehigh Intermediate Unit 21  
4750 Orchard Road  
Schnecksville, PA 18078  
[oswaldc@cliu.org](mailto:oswaldc@cliu.org) <<mailto:oswaldc@cliu.org>>

Voice 610-769-1010  
FAX 610-769-1683  
[www.cliu.org](http://www.cliu.org) <<http://www.cliu.org>>

**CLIU-21 "Excellence Through Service"**

*Case # 183363*

SLC BATCH # \_\_\_\_\_  
2003 FEB -7 P 2:14

CONTROL #E \_\_\_\_\_  
014297

# USAC

Universal Service Administrative Company  
Schools & Libraries Division

RECEIVED & INSPECTED

DEC 24 2003

FCC - MAILROOM

February 13, 2003

Dear Priscilla D'Annibale  
Parkland School District  
(610) 351-55590  
Application Number # 337332

Program Integrity Assurance (PIA) is in the process of reviewing all Form 471 Applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. I am currently in the process of reviewing your Funding Year 2003 Form 471 Application. To complete my review I need some additional information. The information needed to complete the review is listed below.

Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

Based upon review of your Form 471 application, it appears that FRN 910699 has the same contract number as Funding Year 2002 FRN 774812, and the Contract Expiration Date submitted in Block 5, Item 20, has changed from 6/30/03 to 6/30/04. The rules of this support mechanism require that a new Form 470 be posted for 28-Days prior to extending the existing contract, unless the establishing Form 470 for the original contract made all potential bidders aware of your ability to extend the contract beyond its initial term. Please answer the following question, and provide the requested documentation as indicated.

Please provide a copy of the contract, and any applicable contract extensions.

Did the Contract Expiration Date change from what was reported on FRN 774812 on Funding Year 2002 Form 471 application number 301759?

If so, please provide the 15-digit Form 470 that established the bidding for the contract extension. The establishing Form 470 is the specific Form 470, which was posted for that particular service for 28 days, and pursuant to which a contract was signed, extended, or an agreement was entered into. The establishing 470 could have been posted by the State, if the requested services are being purchased off of a State Master Contract. If your contract extension was not posted for 28-Days to a new Form 470, please indicate such.

If the contract extension was not posted to a new Form 470 for 28-Days, please provide any relevant bid information, such as a copy of the request for proposals (RFP), that was relied upon when the original contract was competitively bid and signed.

It is important that we receive all of the information requested so PIA can complete its review. Failure to do so may result in a reduction or denial of funding.

Please send the requested information within seven calendar days.

Thank you for cooperation and continued support of the Universal Service Program.

Sincerely,

Cheryl Sobers  
Schools & Library Division  
Program Integrity Assurance  
Voice 973-884-8582  
Fax 973-599-6523  
csobers@SL.UniversalService.Org

# Transmission Report

Date/Time  
Local ID  
Local Name  
Company Logo

2-24-03, 7:42AM  
6107691290  
CLIU#21

This document was confirmed.  
(reduced sample and details below)  
Document Size Letter-S



Carbon Lehigh  
Intermediate Unit #21  
Education Park, 4750 Orchard Road  
Schnecksville, PA 18078-2597

Dr. Frank J. Ferrari  
Executive  
Director

Robert J. Kasper, Jr.  
Assistant Executive  
Director

610-769-4111  
800-223-4821  
TDD 610-769-1281  
Fax 610 769-1280  
www.cliu.org

## Fax

To: Cheryl Sobers  
Fax: 918-599-6528  
Phone: 918-884-8582  
RE: Application #337332  
CC:

Date: 2-21-03  
From: Carol Griebel  
To: MRS Department  
Fax: 610-769-1685  
Phone: 610-769-1685

Pages: (including coverage page)

awalc@cliu.org

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments:

The form 470 that established the bidding for  
the contract is number 1570000376534.

If you have any questions please email or call. Thank

Confidential Note

The documents accompanying this telecopied communication contain information that is confidential under legally privileged. The information is intended only for the use of the individual or entity named on the communication sheet. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this telecopied information is strictly prohibited. If you have received this telecopy in error, please notify us by telephone immediately. Thank you.

"CLIU is a student-centered education agency committed to Excellence through Service."

The Carbon Lehigh Intermediate Unit is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, marital status, sex or non-relevant handicap in activities, programs, or employment practices. For information regarding civil rights in government procedures contact Mr. John B. Homan, Section 504 Coordinator, at Mrs. Kim Tilden, Sup. Title IX and ADA Coordinator at the Carbon Lehigh Intermediate Unit, Education Park, 4750 Orchard Road, Schnecksville, PA 18078-2597, 800-223-4821.

Total Pages Scanned : 2 Total Pages Confirmed : 2

No	Doc	Remote Station	Start Time	Duration	Pages	Mode	Comments	Results
1	767	919735996523	2-24-03, 7:41AM	1'05"	2/ 2	EC		CP 14.4

### Notes

EC: Error Correct  
BC: Broadcast Send  
CP: Completed  
HS: Host Scan  
HF: Host Fax

RE: Resend  
MP: Multi-Poll  
RM: Receive to Memory  
HP: Host Print  
HR: Host Receive

PD: Polled by Remote  
PG: Polling a Remote  
DR: Document Removed  
FO: Forced Output  
FM: Forward Mailbox Doc.

MB: Receive to Mailbox  
PI: Power Interruption  
TM: Terminated by user  
WT: Waiting Transfer  
WS: Waiting Send



**Universal Service Administrative Company**  
Schools & Libraries Division

**FUNDING COMMITMENT DECISION LETTER**

(Funding Year 2003: 07/01/2003 - 06/30/2004)

May 1, 2003

**RECEIVED & INSPECTED**

**DEC 24 2003**

**FCC - MAILROOM**

PARKLAND SCHOOL DISTRICT  
Priscilla D'Amabile  
1210 E. Finghouse Road  
Allen, TX, TX 75004-2119

Re: Form 471 Application Number: 337332  
Funding Year 2003: 07/01/2003 - 06/30/2004  
Billed Entity Number: 151383  
Applicant's Form Identifier: FCPSD4716A

Thank you for your Funding Year 2003 E-rate application and for any assistance you provided throughout our review. Here is the current status of the funding request(s) featured in the Funding Commitment Report at the end of this letter.

Please refer to the Funding Commitment Report on the page following this letter for specific funding request decisions and explanations.

**NEW FCC FUNDING YEAR 2003**

Two Important Reminders and Deadlines immediately preceding this letter are provided to assist you throughout the application process.

**NEED STEPS**

- Review technology planning requirements
- Review GIPA Requirements
- File Form 486
- Invoice the SID using the Form 474 (service providers) or Form 472 (Billed Entity)

**FUNDING COMMITMENT REPORT**

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. The enclosed report includes a list of the Funding Request Number(s) (FRNs) from your application. The SID is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) upon the filing of your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that defines each line of the Report.

**TO APPEAL THIS DECISION:**

If you wish to appeal the decision indicated in this letter, your appeal must be RECEIVED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD) WITHIN 60 DAYS OF THE ABOVE DATE OF THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Funding Commitment Decision Letter (FCDL) you are appealing. Indicate the relevant funding year and

the date of the FCDL. Your letter of appeal must also include the applicant name, the FCDL Application Number, and the Billed Entity Number from the top of your letter.

3. When explaining your appeal, copy the language or text from the funding synopsis that is at the heart of your appeal, to allow the SLD to more readily understand and respond appropriately. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We encourage the use of either the e-mail or fax filing options to expedite filing your appeal.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to DC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be RECEIVED BY THE FCC WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options because of continued substantial delays in mail delivery to the FCC. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

#### NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Universal Service Support Mechanism. Applicants who have received funding commitments continue to be subject to audits and other reviews that the SLD and/or the FCC may undertake periodically to assure that funds that have been committed are being used in accordance with all such requirements. The SLD may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction, including but not limited to that by the SLD, the applicant, or the service provider. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

Schools and Libraries Division  
Universal Service Administrative Company

## A GUIDE TO THE FUNDING COMMITMENT REPORT

A report for each Merit funding request from your application is attached to this letter. We are providing the following definitions for the items in that report.

**FORM 471 APPLICATION NUMBER:** The unique identifier assigned to a Form 471 application by the SLD.

**FUNDING REQUEST NUMBER (FRN):** A Funding Request Number is assigned by the SLD to each Block A of your Form 471 once an application has been processed. This number is used to report to Applicants and Service Providers the status of individual discount funding requests submitted on a Form 471.

**FUNDING STATUS:** Each FRN will have one of the following definitions:

1. An FRN that is "Funded" will be approved at the level that the SLD determined is appropriate for that item. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds will be committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision," and amplification of that explanation may be offered in the section, "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests.
3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. For example, if your application included requests for discounts on both Telecommunications Services and Internal Connections, you might receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connection requests are "As Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.

**SERVICES ORDERED:** The type of service ordered from the service provider, as shown on Form 471.

**SPIN (Service Provider Identification Number):** A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

**SERVICE PROVIDER NAME:** The legal name of the service provider.

**CONTRACT NUMBER:** The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on Form 471.

**BILLING ACCOUNT NUMBER:** The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on Form 471.

**EARLIEST POSSIBLE EFFECTIVE DATE OF DISCOUNT:** The first possible date of service for which the SLD will reimburse service providers for the discounts for the service.

**CONTRACT EXPIRATION DATE:** The date the contract expires. This will be present only if a contract expiration date was provided on Form 471.

**SITE IDENTIFIER:** The Entity Number listed in Form 471, Block 5, Item 22a will be listed. This will appear only for "site specific" FRNs.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES:** Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring service provided in the funding year.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES:** Annual eligible non-recurring charges approved for the funding year.

PRE-DISCOUNT AMOUNT: Amount in Form 471, Block 5, Item 23I, as determined through the application review process.

DISCOUNT PERCENTAGE APPROVED BY THE SLD: This is the discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse service providers for the approved discounts for this service for this funding year. It is important that you and the service provider both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION: This entry may amplify the comments in the "Funding Commitment Decision" area.

# **IMPORTANT REMINDERS & DEADLINES**

The following information is provided to assist you throughout the application process. We recommend that you keep it in an easily accessible location and that you share it with the appropriate members of your organization.

**Form 486 Deadline.** The Form 486 must be postmarked no later than 120 days after the Service Start Date you report on the Form 486 or no later than 120 days after the date of the Funding Commitment Decision Letter, whichever is later. If you are required to have a Technology Plan, you must indicate the SLD Certified Technology Approver who approved your plan and you must submit documentation of your monitoring of the progress toward your stated goals.

**Internet Protection Act (CIPA)** If FY2003 is your Third Funding Year for the purposes of CIPA and you apply for Internet Access or Internal Connections, you must be in compliance with CIPA and cannot request a waiver. The Supreme Court may issue an opinion in July 2003 changing the CIPA requirements - watch the SLD web site.

**Invoice Deadline** Invoices must be postmarked no later than 120 days after the last date to receive service - including extensions - or 120 days after the date of the Form 486 Notification Letter, whichever is later. Invoices should not be submitted until the invoiced products and services have been delivered and billed, and (for IFAR Forms) the provider has been paid.

**Obligation to Pay Non-Discount Portion** Applicants are required to pay the non-discount portion of the cost of the products and/or services. Service providers are required to bill applicants for the non-discount portion. The FCC has stated that requiring applicants to pay their share ensures efficiency and accountability in the program. If you are using a trade-in as part of your non-discount portion, please refer to the SLD web site.

**REFRAIN FROM MISFEASANCE** Applicants and service providers must retain documentation, including but not limited to, documents showing:

- compliance with all applicable competitive bidding requirements;
- products and/or services delivered (e.g., customer bills detailing make, model and serial number);
- resources necessary to make effective use of E-rate discounts, including the purchase of equipment such as workstations not eligible for support;
- the specific location of each item of E-rate funded equipment;
- the applicant has paid the non-discount portion.

These documents must be retained and available for review for 5 years. These documents must be retained and available for review for 5 years.

**PERMISSIBLE ACTIVITIES** Applicants and service providers are prohibited from using the Schools and Libraries Support Mechanism to subsidize the procurement of ineligible or unrequested products and services, or from participating in arrangements that have the effect of providing a discount level to applicants greater than that to which applicants are entitled.

Complete program information is posted to the Schools and Libraries Division (SLD) web site at [www.ednet.vt.edu/slc/service.asp](http://www.ednet.vt.edu/slc/service.asp). Information is also available by contacting the SLD Client Service Team by e-mail at [questions@universalservice.org](mailto:questions@universalservice.org), by fax at 1-888-276-8736 or by phone at 1-888-203-8100.

## FUNDING COMMITMENT REPORT

Form 47) Application Number: 337332  
Funding Request Number: 910699 Funding Status: Not Funded  
Service Ordered: Telecommunications Service  
SPIN: 143004559 Service Provider Name: Service Electric Cable T.V., Inc  
Contract Number: 9323146944-02  
Billing Account Number: 000025  
Earliest Possible Effective Date of Discount: 07/01/2003  
Contract Expiration Date: 06/30/2004  
Annual Pre-discount Amount for Eligible Recurring Charges: \$13,200.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00  
Pre-discount Amount: \$13,200.00  
Discount Percentage Approved by the SLD: N/A  
Funding Commitment Decision: \$0.00 - Applicant request  
Funding Commitment Decision Explanation: FRN canceled in accordance with RAL request.